



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

December 15, 2011

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

2012 NATIONAL ASSOCIATION OF COUNTIES ACHIEVEMENT AWARDS

The National Association of Counties (NACo) has issued a call for entries for its 2012 Achievement Awards. The County of Los Angeles has been very successful over the years in earning recognition for its outstanding and innovative programs. We now ask you to consider your 2012 NACo submissions.

There are 21 program categories ranging from Arts and Historic Preservation, Civic Education and Public Information, Community/Economic Development, and Financial Management, to Health, Libraries, Risk Management and Transportation. Although some entries may fit into more than one category, NACo requests that entries be submitted in one category only (see attached)

Please remember that NACo has a new application process, which requires that the contact information, title, and category of the program be submitted in an online application, as outlined in the attached. We have included guidelines for submitting the NACo application online. *However, the program narrative, a copy of the e-mailed confirmation page, and any supplemental materials must still be sent to NACo via U.S. mail by the Chief Executive Office (CEO).*

Although some County departments have been contacted directly, NACo continues to request that the CEO coordinate the hard copy filing of all County department entries (program narrative, e-mailed confirmation page, and any supplemental materials). Therefore, departments are asked to forward their entries through this Office.

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

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We will send one check to cover all County entries along with the required letter of endorsement. We have been notified that the NACo deadline is February 13, 2012. If your Department plans to submit an entry for the 2012 NACo Achievement Awards, please note that the **CEO deadline is February 2, 2012.**

We need to obtain the signature of the Chair of the Board, so it is imperative your submissions are received by February 2, 2012, deadline, in order to be included in the County submission. Please submit an **original, plus two copies of the program narrative, e-mailed confirmation page, and any supplemental materials to:**

Ruth Wong, Director
CEO – Office of Workplace Programs
500 W. Temple Street, Room B-1
Los Angeles, CA 90012

Thank you for your active support of this important recognition. If you have questions about the NACo Achievement Awards program, please contact Ms. Wong at (213) 974-2495, or rwong@ceo.lacounty.gov

WTF:ES:MKZ

RW:dmt

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Attachment

c: Each Supervisor

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STEP ONE

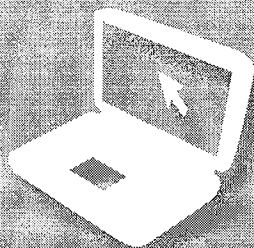
Prepare Nomination
Summary

STEP TWO

Provide General Entry
Information

STEP THREE

Upload Applications Online



All files must be
uploaded by
Monday,
February 13, 2012
at 11:59 p.m.
Eastern Standard
Time

Attachment

Award Categories

- ✿ Arts and Historic Preservation
- ✿ Children and Youth
- ✿ Civic Education and Public Information
- ✿ Community/Economic Development
- ✿ County Administration and Management
- ✿ Court Administration and Management
- ✿ Criminal Justice and Public Safety
- ✿ Emergency Management and Response
- ✿ Employment and Training
(for county residents)
- ✿ Environmental Protection and Energy
- ✿ Financial Management
- ✿ Health
- ✿ Human Services
- ✿ Information Technology
- ✿ Libraries
- ✿ Parks and Recreation
- ✿ Personnel Management, Employee
Training and Employee Benefits
(for county employees)
- ✿ Planning
- ✿ Risk Management
- ✿ Transportation
- ✿ Volunteers

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Eligibility & Criteria

What is the Achievement Award Program?

The Achievement Award Program is a non-competitive awards program which seeks to recognize innovative county government programs. Outstanding programs from each category may be selected for the Best of Category Award.

What is Required to Apply?

For each program being nominated, general entry information and the nomination summary must be uploaded online. For more information on these application parts, please see the How to Apply section.

Who is Eligible to Submit Applications?

Only county governments and state associations of counties are eligible to submit applications. There is no limit to the number of applications that can be submitted.

What are the Eligibility Standards?

All applications must comply with the four following standards:

1. The program must have become operational after January 1, 2007, and must have measurable results.
2. County officials and/or staff, as part of their official duties, must have played a significant role in developing and implementing the program, with only limited assistance from outside technical experts and/or consultants.

3. All steps in the application process must be completed and all application fees must be paid in full.
4. The program must meet the criteria outlined below.

What are the Program Criteria?

The nominated program must meet the following criteria:

1. It must do one or more of the following:
 - Offer a new service to county residents, fill gaps in the availability of existing services, or tap new revenue sources;
 - Improve the administration or enhance the cost effectiveness of an existing county government program;
 - Upgrade the working conditions or level of training for county employees;
 - Enhance the level of citizen participation in, or the understanding of, government programs;
 - Provide information that facilitates effective public policy making; or
 - Promote intergovernmental cooperation and coordination in addressing shared problems.
2. In the case of a program that is in response to a federal or state law, regulation, or order, the program must go beyond mere compliance with the statute, regulation or order, and must display a creative approach to meeting those requirements.
3. The program must have proven measurable results (e.g. cost savings, enhanced employee productivity, improved constituent service, created better intergovernmental cooperation).

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The Voice of America's Counties

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4. The program must be innovative and not rely on the application of techniques or procedures that are common practice in most counties of similar population size.
5. All aspects of the program must be consistent with acceptable governmental and financial management practices and must promote general governmental accountability.

Ineligible Programs Include:

- Programs designed to influence laws and regulations; Certification or accreditation programs;
- Onetime events such as conducting a conference, or formation of a task force or committee;
- Programs that are adopted, whole or in part, from another public or private entity;
- Programs (either whole or in substantial part) that have received a previous Achievement Award;
- Programs that involve the automation of a function, the purchase/utilization of new technology/equipment, the construction of a building or the privatization/contracting out of a function;
- Programs that involved the relocation of facilities or staff or the hiring of additional staff;
- The publication of a newsletter; or
- The application of targeted federal or state funds as required.

How to Apply Step One

Prepare Nomination Summary

The nomination summary must:

- Be no more than eight typed pages.
- Be written in layman's terms, so that the average reader can understand the objectives and judge the merits of the program. NACo reserves the right to disqualify programs whose summaries are too technical.
- Be well written. Poorly written applications that do not address the seven issues below are subject to disqualification.
- Have measurable results. NACo reserves the right to disqualify programs that are submitted prematurely and without measurable results.
- Have the name of the program, and the county and state submitting the application on the top of each page. Pages should also be numbered.
- In the summary of the nominated program, the following eight items must be addressed in a number by number format. Failure to address any of these items may result in your application's disqualification. (Suggested page guidelines are provided below).

1. Abstract of the Program

In approximately 200 words or less, summarize your program including the program description, function and results (approximately 1/4 page). Abstracts of award winning programs will be published, so please be sure that what you have written is comprehensive, but concise.



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2. The Problem/Need for the Program

Discuss the problem/need that prompted the development of the program and the county's legal obligation, if any, to take action (approximately 3/4 page).

3. Description of the Program

Provide a description of the nominated program, including its objectives, the time frame for development and implementation, the clientele being served, the county's role in devising and implementing the program, and the contribution, if any, of other partners (e.g., state and federal government, consultants, private partner(s) (approximately 2 to 3 pages).

Questions ?

If you have any questions about the Achievement Award Process, you may visit our

Frequently Asked Questions page at www.naco.org/achievementawards or contact Kathryn Murphy in the Research Division at kmurphy@naco.org or 202.661.8806.

4. Responding to Economic Downturn (Optional)

If applicable, describe how this program responded to recent county budget constraints or addressed the county's new economic reality. This question is optional and may not apply to all programs. (Approximately 3/4 page).

5. Use of Technology

Describe all items of technology that your program utilized in its implementation. This could include intranet, internet, website, GIS, GPS, cable, kiosks, software, LAN, WAN, databases, etc. You may provide this information in a list or paragraph form. This information will be useful in helping NACo highlight how big a role information technology plays in local community programs (approximately 1/4 page).

6. The Cost of the Program

Describe both the operating and capital costs incurred in developing and implementing the program (list all costs that would be incurred by a county attempting to replicate the program) (approximately 3/4 to 1 page).

7. The Results/Success of the Program

Provide a description of the results and the success of the program in meeting its objectives (provide specific examples and measurements of that success) (approximately 3/4 to 1 page).

8. Worthiness of an Award

Give justification for why this program meets outlined criteria and should be awarded a 2011 Achievement Award (approximately 1/4 to 1/2 page).

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STEP TWO

Provide General Entry Information

I. Contact Information

The person named as the contact should be the primary contact for this program. All correspondence and communication about the program will be directed to the contact person. A link to the online application system can be found at www.naco.org/achievementawards. To complete the application process, each person must have a log in (your email address). If your email address is not registered in our database, please follow the directions to create a log in. It may take up to 24 hours to verify the information and for a log in to be emailed to you.

Once logged in, your contact information will automatically populate the online application form. If you are submitting the application on behalf of another person in your county, you may indicate the other person as the primary contact person at this time. This primary contact will then be designated to receive all correspondence and communication about the application.

II. Program Information

Program Title: Should your program win an Achievement Award, the program title you provide is exactly what will appear on the certificate. The title should be no more than 75 characters

and should not include the county name because the county name automatically appears on the certificate.

Program Category: Please choose one category from the list. Note that the selection of a program category should be determined by the content of the program, not by the organizational department. If you feel your application fits into two or more categories, please choose one category that best covers the main topic area of your program.

Abstract: In approximately 200 words or less, summarize your program including the program description, function and results. Abstracts of award winning programs will be published, so please be it is comprehensive, but concise. This also must be included in the nomination summary file uploaded after check-out.

All files must be uploaded by
Monday, February 13, 2012 at
11:59 p.m. Eastern Standard Time.

Terms and Conditions: All applicants must agree to the following terms and conditions in order to continue with the application process: By agreeing to these terms and conditions, the chief elected official of the county certifies that this program is conducted in accordance with any applicable local, state, and/or federal laws. In addition, the CEO certifies that this program is operated as described in the submitted award application.



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III. Payment Options

The fee for each application is \$60 for a member county and \$150 for a non-member county. If you are unsure of your membership status, please contact your Chief Elected Official's office.

There are two payment options for the Achievement Award Applications. Any applications received without payment will not be processed.

1. Online:

- Payment by credit card may be made through an online payment system. Once submitted, a receipt will be emailed to the email address provided.

2. By Mail with Credit Card or Check, Voucher, or Purchase Order:

- Alternatively, you may pay by check, voucher, or purchase order. Please attach the check or voucher/purchase order to the emailed invoice along with any relevant instructions regarding this type of payment. (Please specify if an invoice referencing the PO number must be sent and to whom it should be addressed.)

Please mail payment and invoice to the address below:

2012 Achievement Awards
National Association of Counties
25 Massachusetts Ave, NW
Suite 500
Washington, DC 20001

STEP THREE

Upload Applications Online

After submitting the general entry information and completing the check out process, you can upload application materials by following the link at the bottom of the payment confirmation page or by following the link in the email confirmation.

On the View Submitted Entries page, there are options to Upload New Files and Manage File Uploads for each award entry. Click Upload New File to upload a PDF file of the Program Summary. In addition, supplemental materials in PDF form may also be uploaded at this time.

Under the Manage File Uploads option, files may be deleted if they were inadvertently uploaded or an applicant wishes to upload an updated version of a file.

All files must be uploaded by Monday, February 13, 2012 at 11:59 p.m. Eastern Standard Time.

Notification

The primary contact person will be notified in June regarding the judges' decision on the application. If a nominated program is selected for an Achievement Award, notice will also be sent to the county's Chief Elected Official. Certificates for winning programs will accompany the notification letters. Both the primary contact and the Chief Elected Official will receive a copy of the certificate. Additional copies of the certificate, as well as commemorative items, will be available online at www.easttowest.com.

